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Personnel

CIVIL ENGINEER AWARDS PROGRAM

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This instruction implements AFI 36-28, *Awards and Decorations*. It establishes a program to award installations as well as Civil Engineer (CE) organizations, flights, teams, and individuals for outstanding achievement and contributions to the Air Force mission. It describes the criteria for each award, establishes eligibility, and explains nomination, selection, and presentation procedures.

SUMMARY OF REVISIONS

This revision authorizes the wear of the Air Force Recognition ribbon or lapel pin for individual award winners (paragraph 1.4.2.); establishes a general officer or civilian equivalent to chair each selection panel (paragraph 1.3.1.); renames the Air Force Outstanding Civil Engineer Resources Flight Award to the Major General Robert C. Thompson Award (paragraph 2.3.); changes the formulas to reflect correct information (paragraph 2.4.); renames the Outstanding Civil Engineer Manager of the Year Awards, Senior Civilian Manager of the Year Award, to the Harry P. Rietman Award (paragraph 3.1.) and renumbers the awards; opens eligibility to all who perform duty in a Civil Engineer organization (paragraph 3.1.2.); establishes a 5 year timeframe for the Air Force Design Excellence Award purpose and eligibility (paragraphs 4.1.1., 4.1.2., and 4.1.4.2.); outlines the purpose of Air Force Design Awards (paragraph 4.2.1.); changes the nomination due date for Air Force Design Awards (paragraph 4.2.3.3.); changes the Air Force Environmental Pollution Prevention Award to the Air Force Pollution Prevention Award with two categories (paragraphs 5.7. and 5.8.); creates the Air Force Recycling Award (paragraph 5.9.); changes the Air Force Pollution Prevention Award for Individuals Excellence to the Air Force Pollution Prevention Acquisition Team Award (paragraph 5.15.); creates the Air Force Recycling Award for Individual Excellence (paragraph 5.16.); renumbers the awards (**Chapter 5**); changes the Air Force Environmental Awards inclusive period (**Chapter 5**); stipulates nominations for Air Force Environmental Awards to be submitted according to paragraph 1.2. with the information shown in **Attachment 2 (Chapter 5)**; renames the Secretary of Defense Environmental Awards to the Secretary of Defense Environmental Security Awards (**Chapter 6**); adds the Major General James E. McCarthy Readiness Award (paragraph 7.5.); revises the Goddard Medal to include award of medals for guard and reserve enlisted

members (**Chapter 8**); deletes **Attachment 2**; renumbers **Attachment 1** as **Attachment 2**; deletes note 8, adds note 10, and renumbers notes accordingly (**Attachment 2**); and creates **Attachment 1**; gives the Direct Reporting Units ability to nominate for awards (throughout the instruction); requires nominations be submitted on diskette in appropriate software (throughout the instruction); includes Field Operating Agencies and Direct Reporting Units with Air Staff and Major Commands for the purpose of defining who can submit nominations (throughout the instruction); and includes other civilian pay series grades commensurate with level of responsibility for civilian awards (throughout the instruction).

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Chapter 1

NOMINATION AND SELECTION PROCEDURES

1.1. CE Awards. The Civil Engineer annually recognizes CE organizations and personnel for outstanding achievement and urges major air commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) to nominate units and people for the awards described in this instruction.

1.2. General Nominating Procedures.

1.2.1. Organizations that have installations, units, flights, teams or individuals eligible for awards may submit one nomination for each award category.

1.2.2. Limit the justification for award nominations to **one page** on the current version of AF Form 1206, **Nomination for Award** (See AFI 36-2805, *Special Trophies and Awards*). Nominations exceeding this one page limit will not be considered in the award competition. Use bullet statements to show what the nominee accomplished, including specific results. Place these statements under appropriate headings and in the same sequence as described under the criteria requirements for each of the awards. Be sure that the bullet items address the criteria requirements. Do not include additional criteria unless specifically requested to do so.

1.2.3. Attach a signed transmittal letter specifying the award and identifying the organization or the individual nominee by military or civilian grade and name (when applicable), organization, and MAJCOM.

1.2.4. A minimum level of the MAJCOM/CE, FOA Commander or DRU Commander signs the transmittal letter for each respective nomination package. Send the original letter to The Civil Engineer (HQ USAF/CE) and a copy along with the nomination packages to the addressee identified in **Attachment 2**. MAJCOMs, FOAs, or DRUs may submit multiple nominations under one letter when sending them to the same address.

1.3. Selecting Award Winners.

1.3.1. The appropriate FOA commander (convening authority) appoints a panel of at least four members to evaluate the nominations received for each award. A general officer or civilian equivalent will chair each selection board.

1.3.2. The panels select the top three nominations from which a winner and, when applicable, a runner-up will be selected. These are submitted to the convening authority who sends them to The Civil Engineer (chairperson) for final selection and approval.

1.3.3. The Chief of Staff of the Air Force announces the winners to all MAJCOMs, FOAs, and DRUs.

1.4. Presenting Awards.

1.4.1. The Civil Engineer establishes an appropriate process to present the awards in a proper forum (i.e., National Engineers Week or Earth Week).

1.4.2. To update individual records, the appropriate board convening authority will send letters to the personnel records custodian authorizing selected individual winners to wear the Air Force Recognition ribbon or lapel pin.

1.5. Command Recognition. The Civil Engineer encourages MAJCOMs and FOAs to give command recognition to the units, flights, and individuals they nominate.

Chapter 2

OUTSTANDING CIVIL ENGINEER UNIT AND FLIGHT AWARDS

2.1. The Air Force Outstanding Civil Engineer Unit Awards.

2.1.1. Purpose and Description of Awards. These annual awards recognize the most outstanding Air Force civil engineer unit (winner and runner-up) in large and small categories.

2.1.2. Eligibility for Awards. All Air Force civil engineer units, regardless of location or size, are eligible and encouraged to compete. **NOTE:** A large civil engineer unit is one with 400 or more military and civilian authorizations. A small unit is one with fewer than 400 military and civilian authorizations.

2.1.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate units for achievements and exemplary performance in these areas:

2.1.3.1. Readiness. Describe the unit's innovations and accomplishments in readiness activities, including Operational Readiness Inspection, Combat Support Operational Readiness Inspection, or Unit Effectiveness Inspection results; deployments or deployment planning; training initiatives (locally developed or otherwise); performance at READINESS CHALLENGE or other competitions; and responses to actual contingencies or disasters. Also describe any lateral support the unit gave to other functional areas, such as assisting in Medical RED FLAG exercises, Airlift Rodeos, Volant Scorpion, and so on.

2.1.3.2. Resources Management. Describe the unit's initiatives to gain the most efficiency from its available resources (people, equipment, facilities, and materials). Consider the unit's use of contracts, interservice cooperation, reserve forces, cost-sharing, and privatization in managing its resources. Explain the unit's organizational efficiency measures, self-help efforts, and training programs, and describe the condition of its vehicles, equipment, and facilities.

2.1.3.3. Environmental and Resource Conservation. Describe the unit's efforts to protect the environment and to conserve natural and cultural resources. Consider the unit's utility operations, recycling programs, compliance with environmental laws, pollution prevention, cleanup activities, natural resource management, protection of archeological sites and historical buildings, and land use. Indicate the evaluations conducted and any awards it received for its efforts in this area. Give examples of how the unit gets high output for the money it spends.

2.1.3.4. Community Relations. Elaborate on the unit's initiatives to secure goodwill with its surrounding community. Examples include working with the local community to implement the base Air Installation Compatible Use Zone (AICUZ) plan, establishing hazardous material response agreements, conducting explosive ordnance disposal response activities, responding to natural disasters, and so on.

2.1.3.5. Quality Air Force Initiatives and Assessment. Describe the unit's planned and implemented total quality initiatives to improve its operational performance, products, and customer satisfaction. Explain how the unit makes quality assessments, the results of those assessments, and the unit's subsequent actions. The assessments must follow the criteria specified in *Quality Air Force Criteria*, a brochure published and distributed by the Air Force Quality Center.

2.1.4. The award selection panels will select winners according to paragraph 1.3. Panel members also make an on-site visit to each of the top three contenders in each category before recommending the winners and runners-up to The Civil Engineer.

2.2. The Brigadier General Michael A. McAuliffe Award.

2.2.1. Purpose and Description of Award. This annual award honors Brigadier General Michael A. McAuliffe, former Air Combat Command Civil Engineer, and recognizes the Housing Flight (winner and runner-up) that has achieved the highest degree of excellence in customer service and housing management during the previous fiscal year.

2.2.2. Eligibility for Awards. All Air Force Civil Engineer Housing Flights, regardless of location or size, are eligible and encouraged to compete.

2.2.3. Nomination Procedures and Criteria. Prepare and submit nominations according to **Attachment 2**. Nominate flights for their achievements in implementing the overall housing program and meeting Air Force goals, emphasizing the flight's high-quality customer services in these areas:

2.2.3.1. Management. Describe:

- The effectiveness of the manager's leadership in Family Housing (FH), Unaccompanied Housing (UH), and Furnishings Management Office (FMO) programs.
- The quality of the flight's customer services.
- The flight's innovations.
- The flight's personnel professionalism, development, training, and recognition.
- The quality and appearance of the housing management office, FH and UH units, communities, housing support facilities, including FMO, FH maintenance, and self-help store.
- The effectiveness of the flight's budget process and upgrade programs.

2.2.3.2. Assistance Section. Describe:

- The flight's management of FH and unaccompanied personnel BAQ waiting lists and meeting the utilization goals.
- The flight's involvement with off-base agencies.

2.2.3.3. Facilities Section. Describe:

- The flight's effectiveness in managing Change of Occupancy Maintenance (COM) requirements and schedules, projected move-in dates, and attaining utilization goals.
- The flight's coordination with maintenance contractors.
- The flight's material control, appliance management, budgeting, and self-help.
- The flight's effectiveness in identification of projects and involvement in upgrade programs, programming, design, construction, and pre-construction activities.

2.2.3.4. Furnishings. Describe:

- The quality of furnishings in dorms and 7-year comprehensive furnishings plan.
- The quality and timeliness of the Quarters Improvement Plan development and Quarters Improvement Committee input.

- The adequacies and effectiveness of backup stock quantities, inventory controls, warehouse practices, repair activities, warranty program, and unique overseas requirements.

2.3. The Major General Robert C. Thompson Award.

2.3.1. Purpose and Description of Award. This annual award honors Major General Robert C. Thompson, who served as the Air Force Director of Engineering and Services from 1975 to 1978 and was instrumental in improving the quality of life for Air Force personnel, and recognizes the Resources Flight (winner and runner-up) that offers the most outstanding products and services to its customers. Its purpose is to encourage customer support and satisfaction, high quality standards, and achievement throughout the flight.

2.3.2. Eligibility for Award. All Air Force Civil Engineer Resources Flights, regardless of location or size, are eligible and encouraged to compete.

2.3.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate flights for their accomplishments in the four major functions -- Finances, Real Estate, Information Systems, and Quality Air Force Program. Stress the flight's service to its customers (internal and external), effectiveness of its measurable products, quality of its functions, and its efforts to strive for continuous improvement. Describe the flight's achievements in at least nine of these areas:

2.3.3.1. Finances:

- Completeness and timeliness of financial plan.
- Successful defense of financial plan.
- Successful defense of unfunded requirements.
- Certification of fund availability.
- Compliance with close-out procedure milestones.
- Timeliness of cost reports.
- Management of the reimbursement program.
- Accuracy of cost reports.

2.3.3.2. Real Estate:

- Accuracy of reports.
- Timely conduct of surveys.
- Timely development of new facility records.
- Turn-around time on acquisition and leasing.
- Volume of support agreements.
- Accuracy of inventory.

2.3.3.3. Information Systems:

- Downtime.
- Hardware and software upgrades.
- Contingency plans.
- System integrity.

- Data base accuracy.
- Connectivity.
- System inventories.
- User group.
- New reports, programs, and procedures.

2.3.3.4. Quality Air Force Program:

- Quality Air Force initiatives.
- Manpower program management.
- Quality assurance.
- Results of external inspections.
- Customer satisfaction survey results.

2.4. The Brigadier General Archie S. Mayes Award.

2.4.1. This annual award honors Brigadier General Archie S. Mayes, former DCS/DE at HQ Strategic Air Command, and recognizes the Engineering Flight (winner and runner-up) that most excelled in providing facility products and services of exceptional quality to base customers.

2.4.2. Eligibility for Award. All Air Force Civil Engineer Engineering Flights, regardless of location or size, are eligible and encouraged to compete.

2.4.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate flights for their significant achievements or contributions in these metrics:

2.4.3.1. Design:

Design Effort Percentage =

Number of projects designed
 _____ X 100

Total number of approved projects*

***NOTE:** Include projects approved by Facilities Board and the Environmental Protection Committee, projects directed or funded by higher headquarters, NATO infrastructure projects, and other special funding programs. Projects designed include those accomplished by the flight's personnel and those accomplished by Architect-Engineer firms that were initiated and managed by the flight's personnel.

Design Complete Percentage =

Dollar amount of projects completed by originally scheduled date

_____ X 100

Total dollar amount of projects completed in fiscal year

NOTE:

Provide bullets to further clarify significant information pertinent to the design efforts. Do not include projects accomplished by Simplified Acquisition of Base Engineering Resources (SABER) and Indefinite Quantity contracts in the above two calculations -- Design Effort and Design Complete Percentages. Provide this information as bullet statements, as applicable.

2.4.3.2. Contract Award:

Contract Award Percentage =

Number of projects awarded within the fiscal year

_____ X 100

Number of projects funded within the fiscal year

Contract Award Average =

Dollar amount of projects awarded within the fiscal year

_____ X 100

Number of design personnel (engineers, architects, technicians) in flight

NOTE:

The contract award average should be greater than \$600K for consideration. Provide bullets to further clarify significant information pertinent to the flight's contract award efforts. Include fiscal year-end funded projects in the above two calculations and assume they have been awarded.

2.4.3.3. Construction Time Growth:

Construction Time Growth Average =

Summation of contract completion date at award

minus actual completion date for each contract

(difference expressed in days)

_____ X 100

Total number of projects completed in fiscal year

NOTE:

Provide bullets to explain unusual problems causing construction time growth and actions taken to accelerate project completion. An early completion date results in a positive input and a late completion date beyond the original contract results in a negative input for that contract in the equation summation.

2.4.3.4. Contract Cost Growth:

Contract Cost Growth Percentage =

$$\frac{\text{Final contract cost for all completed projects in fiscal year}}{\text{Contract award amounts for the same projects}} \times 100$$

NOTE:

Count only design deficiencies (errors and omissions) and differing site conditions resulting in change orders. Do not include user-requested changes that fall outside these categories. Provide bullets to further clarify significant information pertinent to construction cost growth.

2.4.3.5. Planning and Programming. Provide information on working base community and comprehensive planning and programming.

2.4.3.6. Additional Information. Provide information that affects all the metrics listed above so that it need not be repeated for each one. Describe any innovative procedures the flight implemented that saved significant costs, funding obtained other than Real Property Maintenance Activity (RPMA), and the flight's inspection results during the fiscal year.

2.4.3.7. MAJCOMs verify all metrics' information using PCM (Project Contract Management) and PDC (Programming, Design, and Construction) systems.

2.5. The Major General Clifton D. Wright Award.

2.5.1. Purpose and Description of Award. This annual award honors Major General Clifton D. Wright, former Director of Engineering and Services, HQ USAF, and recognizes the most outstanding Operations Flight (winner and runner-up) that assured quality maintenance, repair, and improvement of their Air Force base facilities and infrastructure.

2.5.2. Eligibility for Award. All Air Force Civil Engineer Operations Flights regardless of location or size are eligible and encouraged to compete.

2.5.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate flights for their demonstrated performance in these areas:

2.5.3.1. Maintenance. Describe the flight's initiatives to improve the operability, reliability, and efficiency of the base infrastructure. Include the following metrics:

- **Unscheduled Maintenance and Repair:** The percentage of total direct person hours the flight expended on emergency and urgent work orders.
- **Energy Reduction:** Energy savings in terms of British Thermal Units (BTU) compared to the Air Force goal for the past fiscal year.

2.5.3.2. Repair. Describe the flight's initiatives to respond to customers by making unscheduled repairs on their facilities and base infrastructure more quickly. Include a metric on timeliness. Show the number of emergency and urgent work orders completed in 2 days or less divided by the total number of emergency and urgent work orders.

2.5.3.3. Quality Air Force Program. Describe the flight's quality improvement initiatives and how well they worked.

2.5.3.4. Customer Service. Describe the flight's innovative customer service initiatives and how well they worked.

2.5.3.5. Training. Describe the training, education, and career development programs the flight initiated to improve the development of all operations personnel. Include the following metrics:

- First-Time Pass Rate: The number and percentage of enlisted personnel passing the Career Development Course (CDC) the first time they take it.
- Readiness Training: The percentage of personnel completing Category I and II training from Status of Resources and Training System (SORTS).

2.5.3.6. Environment and Safety. Describe the flight's initiatives to improve the environment and increase the safety of workers. Include the results of the Environmental Protection Agency (EPA) and Occupational Safety and Health Agency (OSHA) inspections conducted within the past 12 months. Discuss the Environmental Compliance Assessment and Management Program (ECAMP) results and the status of open items (if any) chargeable to the flight.

2.5.3.7. Inspections and Awards. Discuss the results of Inspector General inspections, audits, MAJCOM staff visits, and so on during the 12-month reporting period. Cite any awards the flight received over the same time period. Include a metric on the Personnel Awards Program. Show the ratio of operations personnel winning Support Group and Wing quarterly awards to the number of personnel in the flight.

2.6. The Chief Master Sergeant (CMSgt) Ralph E. Sanborn Award.

2.6.1. Purpose and Description of Award. The annual award honors CMSgt Ralph E. Sanborn, who dedicated his 44-year career (1943 to 1987) to improving the Air Force fire protection capabilities. It recognizes the most outstanding Fire Protection Flight (winner and runner-up) for achieving the highest degree of excellence in base mission support and fire protection management.

2.6.2. Eligibility for Award. All Air Force Civil Engineer Fire Protection Flights regardless of location or size are eligible and encouraged to compete.

2.6.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate flights for outstanding achievements or accomplishments in mission support. Examples include:

- Saving property or preventing injuries or deaths by responding to hazardous incidents.
- Implementing cost-effective measures to support the mission. (Describe cost-effective measures implemented to improve support of hazardous aircraft operations).
- Achieving a high resource-taxing mission.
- Implementing quality management and initiatives.
- Making internal quality-of-life improvements in areas such as base and civilian community relations; operational activities; and training and education enhancements.

2.7. The Senior Master Sergeant (SMSgt) Gerald J. Stryzak Award.

2.7.1. Purpose and Description of Award. The award honors SMSgt Gerald J. Stryzak, an Explosive Ordnance Disposal (EOD) Technician killed while participating in a tactical rapid response exercise. This annual award recognizes the EOD Flight (winner and runner-up) that distinguished itself as the year's top performer through sustained superior mission support and outstanding achievement.

2.7.2. Eligibility for Award. All Air Force Civil Engineer EOD Flights, regardless of location or size, are eligible and encouraged to compete.

2.7.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate flights for their demonstrated achievements in these areas:

2.7.3.1. Significant EOD Program Contributions. Report the flights significant accomplishments in support of wing missions or higher Headquarters taskings, as documented by AF Form 3579, Explosive Ordnance Disposal Incident Reports, trip reports, etc. Include improvements and contributions adopted by MAJCOM or the AF EOD Programs including: significant AFTO Form 22, Technical Order Publication Improvement Report and Replies, adopted AF Form 1000, United States Air Force Suggestion, submissions and their impact, Equipment and Supply Listings suggestions, Unit Type Code development and modifications, and other adopted improvements and ideas.

2.7.3.2. Inspection Results. Report only those inspections conducted during the period of eligibility. Name the specific inspection, the overall evaluation results, and cite commendable findings and individual recognitions published in the final inspection report.

2.7.3.3. Flight Awards. Include the name of award, the level, and a brief description.

2.7.3.4. Quality-of-Life Improvements. List improvements made to enhance the EOD Flight's quality of life. Provide specific comments and indicate how the improvements were accomplished (self-help, contract, or in-house).

2.7.3.5. Community Relations. Describe the flight's involvement with the surrounding community, including its support of scout troops, orphanages, community programs, and base open-house activities. These should be events in which the entire flight participated. Provide the name of the organization, activity, or community function that the flight supported; the number of EOD personnel who participated; the number of events; and the number of man-hours.

2.8. The Colonel Frederick J. Riemer Award.

2.8.1. Purpose and Description of Award. This annual award honors the lifetime accomplishments of retired Air Force Colonel Frederick J. Riemer and recognizes the Readiness Flight (winner and runner-up) that best demonstrates exemplary performance in support of the engineer readiness mission.

2.8.2. Eligibility for Award. All bases with Air Force Civil Engineer Readiness Flights are eligible and encouraged to compete.

2.8.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate flights for their significant achievements or contributions in these areas:

2.8.3.1. Unit Mission. Provide general information on the installation size, base population, location, Prime Base Engineer Emergency Force (BEEF) teams postured, numbers and missions of geographically separated units and major tenant units supported, and so on.

2.8.3.2. Training. Describe the status of the flight's DP, Air Base Operability (ABO), and CE readiness training program. Comment on the flight's special training, field training, and so on.

2.8.3.3. Inspections. Summarize the inspection results from higher headquarters and the flight's corrective actions.

2.8.3.4. Self-Improvement. Describe the flight's self-help projects, locally developed training aids, training projects, and so on.

2.8.3.5. Contingency Response. Describe the flight's response to and participation in major accidents, natural disasters, deployments, and so on.

2.8.3.6. Exercises. Summarize the flight's participation in local, host nation, JCS, and other exercises.

2.8.3.7. Other. Add any significant information, the flight's individual or unit awards, involvement with local emergency management agencies, participation in base and civic activities, and so on.

2.9. The Air Force Outstanding Civil Engineer Environmental Flight Award.

2.9.1. Purpose and Description of Award. This annual award recognizes the Civil Engineer Environmental Flight (winner and runner-up) that best demonstrates outstanding performance in:

- Assisting the installation commander in complying with existing environmental laws and regulations and Air Force environmental policy objectives.
- Accomplishing a balanced program complying with all environmental law areas (compliance, pollution prevention, installation restoration, environmental planning, natural resources, and cultural resources management).
- Improving the Air Force's capability to carry out its environmental mission through superior innovation and implementation.

2.9.2. Eligibility for Award. All Air Force Civil Engineer Environmental Units and Flights at the wing and squadron levels are eligible with these restrictions:

- The flight must have completed an internal Environmental Compliance Assessment and Management Program (ECAMP) review within 12 months following its most recent external ECAMP. (An external or internal ECAMP must have been conducted during the 12-month period the awards covers).
- The flight must not have a validated recurrence of a previous finding under ECAMP (within the last 3 years) and must have aggressively corrected all past findings.

2.9.3. Nomination Procedures and Criteria. Submit nomination according to **Attachment 2** Nominate flights for their demonstrated performance and accomplishments in these areas:

2.9.3.1. Supporting the Installation Commander. Describe how effectively and extensively the flight helped in achieving:

- A balanced program addressing all applicable environmental laws
- Air Force environmental policy objectives
- Innovation for environmental excellence

2.9.3.2. Supporting the Mission. Describe how effectively the flight supported the basic mission of the installation.

2.9.3.3. Improving ECAMP Findings. Provide the percentage of ECAMP findings closed (closed-out rate) when comparing the last two ECAMPs at the installation.

Chapter 3

AIR FORCE CIVIL ENGINEER OUTSTANDING INDIVIDUAL AWARDS

3.1. The Harry P. Rietman Award.

3.1.1. Purpose and Description of Award. This annual award (winner and runner-up) honors Mr. Harry P. Rietman, who served as the Associate Director of Engineering and Services from 1972 to 1985 and is known as the father of the Civil Engineering Civilian Career Management Program, and recognizes the superior job performance of Air Force civilian CE personnel.

3.1.2. Eligibility for Award. All Air Force civilian members, General Schedule 11 and above or WS-13 and above, who performed duty in a Civil Engineer organization during the award period are eligible. (*Includes other pay series grades commensurate with the level of responsibility of this award*).

3.1.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance.
- Management ability.
- Technical competence.
- Initiative.
- Resourcefulness.

3.2. The Outstanding Civil Engineer Manager of the Year Awards.

3.2.1. Purpose and Description of Awards. These annual awards (winner and runner-up given in each of 9 categories) recognize the superior job performance of Air Force civilian, military and Individual Mobilization Augmentee (IMA) CE personnel.

3.2.2. Eligibility for Awards. All Air Force military, civilian, and IMA members who performed duty in a Civil Engineer organization during the award period are eligible.

3.2.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance.
- Management ability.
- Technical competence.
- Initiative.
- Resourcefulness.

3.2.3.1. These are the nominating categories:

Award Category	Eligible Grades
Civilian Manager	General Schedule 8 through 10 or WS-9 through WS-12
Civilian Supervisor	General Schedule 6 through 7 or any Wage Grade Supervisor WS-8 and below
Civilian Technician	General Schedule 5 and below or WG-11 and below
Senior Military Manager	Major through Colonel
Military Manager	Second Lieutenant through Captain
Military Superintendent	Master Sergeant or Senior Master Sergeant
Military Technician	Up to Technical Sergeant
IMA Officer Manager	IMA Second Lieutenant through Colonel
IMA Enlisted Manager	IMA up to Chief Master IMA up to Chief Master Sergeant

(Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award).

3.3. The Major General Joseph A. Ahearn Enlisted Leadership Award.

3.3.1. Purpose and Description of Award. This annual award honors Major General Joseph A. Ahearn, formerly The Civil Engineer, USAF, and recognizes the Chief Master Sergeant (CMSgt) who displays the most exemplary leadership qualities in civil engineering (winner and runner-up).

3.3.2. Eligibility for Award. Any CMSgt or CMSgt select who performed duty in a Civil Engineer organization during the award period is eligible.

3.3.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2** Nominate CMSgts for the outstanding qualities they demonstrated in support of civil engineering. Emphasis for the award is on leadership and overall contributions to the enhancement of the enlisted force.

3.4. The Major General William D. Gilbert Awards.

3.4.1. Purpose and Description of Awards. These annual awards honor Major General William D. Gilbert, former Director of Engineering and Services, USAF, and recognizes outstanding performance and exemplary service by engineering military and civilian staff action officers. A winner and runner-up will be selected in each of three categories: officer, civilian, and enlisted.

3.4.2. Eligibility for Awards. All Air Staff, MAJCOM, FOA, and DRU action officers, civilians, and enlisted members are eligible for this award.

3.4.3. Nomination Procedures and Criteria:

3.4.3.1. The Civil Engineer, MAJCOM/CEs, FOA/CCs, and DRU/CCs may each submit one nominee in each category.

3.4.3.2. Submit nominations according to **Attachment 2**, with the exception that the letter required by paragraph **1.2.4.**, must be signed by HQ USAF/CE, MAJCOM, FOA, or DRU Directors. Nominate individuals for outstanding achievements in these areas:

- Significant accomplishments or projects.

- Impact on mission.
- Resourcefulness.
- Initiative.
- Teamwork.
- Quality of staff work.

Chapter 4

AIR FORCE DESIGN AND CONSTRUCTION AWARDS

4.1. The Air Force Design Excellence Award.

4.1.1. Purpose and Description of Award. This annual award recognizes one Air Force military and one civilian member who have demonstrated (for at least 5 years) an exemplary commitment to the achievement of excellence in Air Force facilities design.

4.1.2. Eligibility for Award. Any Air Force member (active duty, USAFR, or ANG) or civilian employee involved in or influencing the design of Air Force facilities over a period of at least 5 years is eligible.

4.1.3. Nomination Procedures and Criteria. The annual call letter from HQ AFCEE/DG contains submittal requirements. Each MAJCOM, FOA, and direct reporting unit may submit one nomination in each category. Submit nominations according to **Attachment 2**

4.1.4. Selection and Presentation:

4.1.4.1. A five-person panel appointed by The Civil Engineer recommends the award recipients. Four panel members must be outstanding registered professionals in the fields of architecture, engineering, community planning, or interior design. The fifth member must be an individual without direct involvement in facility design or construction.

4.1.4.2. The panel evaluates candidates on sustained performance over a minimum period of 5 years. If the panel agrees that none of the nominees has demonstrated an adequate level of commitment, the award will not be given for that year.

4.1.4.3. The Civil Engineer selects the winners based on the panel's recommendation.

4.1.4.4. The Civil Engineer presents the awards at an appropriate forum.

4.2. The Air Force Design Awards.

4.2.1. Purpose and Description of Awards. The design awards program recognizes and encourages design excellence in Air Force planning, landscape architecture, architecture, engineering, interior design, and military family housing design.

4.2.2. Eligibility for Awards. Eligibility for awards is specified in the annual submittal guide.

4.2.3. Nomination Procedures and Criteria:

4.2.3.1. The annual call letter from HQ AFCEE/DG contains specific submission requirements.

4.2.3.2. Submittals may be developed by any organization that was involved with the design or construction of the Air Force project. However, all entries must be submitted through the responsible MAJCOM, FOA or DRU.

4.2.3.3. Submit nominations according to **Attachment 2**.

4.2.4. Selection and Presentation. A panel will consider all entries according to the criteria published with the annual call letter. The panel determines how many awards are presented each year. The Civil Engineer makes final selections based on the panel's recommendations. Each organization identified

on the credits form of winning entries will receive a USAF Design Awards Certificate. The Civil Engineer presents the certificates at an appropriate forum.

4.3. The Air Force Civilian Project Manager of the Year Awards.

4.3.1. Purpose and Description of Awards. These annual awards recognize Army or Navy Civilian Project Managers for exemplary professional management of design or construction of Air Force Military Construction Program (MCP) projects. These annual awards recognize winners in two categories: Design Agent and Construction Agent.

4.3.2. Eligibility for Awards. Any Army or Navy civilian, GS-13 or below, who performed duties as a project manager for the design or construction of Air Force MCP projects for the preceding fiscal year is eligible.

4.3.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate project managers for their success in executing outstanding design or construction projects for the Air Force MCP and include specific examples of their achievements in these areas:

- Leadership ability.
- Innovative techniques.
- Fiscal resourcefulness.
- Technical ability.
- Management ability.

4.4. The Air Force District or Division Agent of the Year Awards.

4.4.1. Purpose and Description of Awards. These annual awards recognize the Army or Navy District or Division offices that provide the most professional management of the design or construction of Air Force MCP projects. These awards recognize a winner in two categories: District or Division Design Agent and District or Division Construction Agent.

4.4.2. Eligibility for Awards. Any Army or Navy district or division that managed the design or construction of Air Force MCP projects for the preceding fiscal year is eligible.

4.4.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate agents for their success in executing outstanding Air Force MCP projects. Include specific examples of their achievements in these areas:

- Meeting design and construction milestones.
- Completing design and construction below cost and on or ahead of schedule.
- Minimizing lost design effort or construction cost increases.
- Innovative design and construction techniques.
- Unique managerial ability.

Chapter 5

AIR FORCE ENVIRONMENTAL AWARDS

5.1. General Nominating Procedures.

5.1.1. Nominations for all awards in this chapter will **not exceed one page** on the current version of AF Form 1206, **Nomination for Award** (see paragraph 1.2.). See **Attachment 2** for specific details on dates and addresses for submitting the nominations.

5.1.2. Each installation must send a separate nomination to the MAJCOM for each award.

5.1.2.1. Each MAJCOM may nominate one installation for each installation award.

5.1.2.2. Each MAJCOM and FOA may nominate one person for each individual award.

5.1.3. Prepare installation nominations in such a way that the installation can use them for public information and environmental awareness.

5.2. Selection and Presentation.

5.2.1. Committees of nationally prominent authorities on natural resources conservation, environmental quality, and cultural resources review the MAJCOM and FOA nominations and select the award winners. The committees may also select nominees to receive honorable mention.

5.2.1.1. A screening committee may be appointed within HQ AFCEE to select no fewer than three nominations in each award category for consideration by the selection committee.

5.2.2. The Chief of Staff of the Air Force presents a trophy to the winner of the General Thomas D. White Environmental Quality Award for the best overall environmental program in the Air Force. All other environmental award winners (installation and individual) are presented plaques inscribed with their names and citations summarizing their achievements. A master trophy inscribed with the names of the winners is permanently displayed at HQ USAF.

5.2.3. All eligible and meritorious MAJCOM and FOA nominees receive Honorable Mentions. Honorable Mentions are presented locally.

5.3. The General Thomas D. White Environmental Quality Award (CONUS).

5.3.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental quality program during the previous and current calendar year. The review board considers all aspects of the installation's environmental program.

5.3.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.3.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, environmental awareness, and command support. Nominate installations for their sustained achievements in:

- Complying with the National Environmental Policy Act and other environmental directives.

- Implementing required environmental protection plans.
- Integrating environmental protection policies into installation decision making.
- Eliminating environmental violations.
- Identifying and correcting program deficiencies.
- Cleaning up contaminated sites.
- Minimizing hazardous waste.
- Preventing pollution.
- Encouraging recycling.
- Enhancing the environment.
- Establishing good working relationships with other agencies and the local community.
- Conducting environmental training and awareness programs.

5.3.4. The winner will be nominated for the Secretary of Defense Environmental Quality Award with a nomination package prepared according to paragraph 6.3. and **Attachment 2**

5.4. The General Thomas D. White Environmental Quality Award (Overseas).

5.4.1. Purpose and Description of Award. The Chief of Staff may present this optional award to an installation located outside the United States. It recognizes exceptionally outstanding environmental achievement during the previous and current calendar year by an installation that can't be measured against installations in the US and its territories because of differing host-country environmental standards. The review board considers all aspects of the installation's environmental program.

5.4.2. Eligibility for Award. All Air Force installations located in foreign countries are eligible and encouraged to compete for this award.

5.4.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate installations for sustained achievements in the same areas cited for the environmental quality award (see paragraph 5.3.3.). Give particular emphasis to how well the installation cooperated with the host country and local community to enhance environmental quality.

5.5. The Air Force Environmental Restoration Award.

5.5.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental restoration program during the previous and current calendar year.

5.5.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.5.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate installations for their overall merit, including their initiatives in:

- Planning to either close or have in final remediation all contaminated sites by the year 2015.
- Taking innovative actions to limit further expansion of contamination and to speed up final remediation action.

- Participating in public affairs activities with the local communities.

NOTE:

The review board considers the availability of funds when evaluating overseas programs.

5.5.4. The winner will be nominated for the Secretary of Defense Environmental Cleanup Award with a nomination package prepared according to paragraph 6.3. and **Attachment 2**.

5.6. The Air Force Environmental Compliance Award.

5.6.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental compliance program during the previous and current calendar year.

5.6.2. Eligibility for Award. All Air Force installations are eligible and are encouraged to compete for this award.

5.6.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate installations for their overall merit, including their achievements in:

- Obtaining excellent results in regulatory agency inspections.
- Implementing the Environmental Compliance Assessment and Management Program (ECAMP).
- Conducting the ECAMP training program (particularly for handling hazardous waste).
- Implementing the O&M and MCP programs to fix areas in noncompliance.
- Establishing good working relationships with regulators to make significant improvements in environmental compliance.

NOTE:

The review board considers final governing standards specified in DoDD 6050.16, DoD Policy for Establishing and Implementing Environmental Standards at Overseas Installations, and the DoD Overseas Environmental Baseline Guidance Document when evaluating overseas programs.

5.7. The Air Force Pollution Prevention Award (Industrial Category).

5.7.1. Purpose and Description of Award. This annual award recognizes the industrial installation conducting the best or most improved pollution prevention program during the previous and current calendar year.

5.7.2. Eligibility for Award. All Air Force industrial installations are eligible and encouraged to compete for this award.

5.7.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate installations for their overall merit, including their achievements in:

- Baselining their waste-stream flow and taking actions to reduce or eliminate it.
- Preventing pollution throughout base operations, from flightline maintenance to the solid-waste disposal in family housing.

- Reducing their use of ozone-depleting chemicals and other hazardous chemicals.
- Enhancing pollution prevention awareness.

5.7.4. The winner will be nominated for the Secretary of Defense Pollution Prevention Award (Industrial Installation) with a nomination package prepared according to paragraph 6.3. and **Attachment 2**

5.8. The Air Force Pollution Prevention Award (Non-Industrial Category).

5.8.1. Purpose and Description of Award. This annual award recognizes the non-industrial installation conducting the best or most improved pollution prevention program during the previous and current calendar year.

5.8.2. Eligibility for Award. All Air Force non-industrial installations are eligible and encouraged to compete for this award.

5.8.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate installations for their overall merit, including their achievements in the same areas cited for the pollution prevention award-industrial category (see paragraph 5.7.3.).

5.8.4. The winner will be nominated for the Secretary of Defense Pollution Prevention Award (Non-Industrial Installation) with a nomination package prepared according to paragraph 6.3. and **Attachment 2**

5.9. The Air Force Recycling Award.

5.9.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved recycling program during the previous and current calendar year.

5.9.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.9.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate installations for their overall merit, including their achievements in:

- Implementing close loop recycling projects.
- Developing methods to recycle hazardous chemicals used in industrial processes (solvent recovery units, antifreeze recycling equipment, etc.).
- Promoting and improving participation in office/work area recycling programs.
- Promoting and improving participation in curbside recycling programs in family housing areas.
- Purchasing recycled content goods and materials.
- Improving the base composting program.
- Enhancing awareness of recycling programs.

5.9.4. The winner will be nominated for the Secretary of Defense Recycling Award with a nomination package prepared according to paragraph 6.3. and **Attachment 2**.

5.10. The Air Force Environmental Planning Award.

5.10.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental planning program during the previous and current calendar year.

5.10.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.10.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate installations for their overall merit, including their achievements in:

- Implementing the base comprehensive plan to influence the base's proposed development.
- Integrating all opportunities and constraints into the planning and decision making process.
- Using the environmental impact analysis process to make more environmentally sound decisions in carrying out missions.

5.11. The General Thomas D. White Natural/Cultural Resources Management Award.

5.11.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved natural and cultural resources management program during the previous and current calendar year. The review board considers all aspects of the installation's natural and cultural resources program.

5.11.2. Eligibility for Award. All Air Force installations in the United States, Guam, Trust Territory of the Pacific Islands, and the US Virgin Islands, are eligible and encouraged to compete for this award.

5.11.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, conservation education, and command support. Show how the installation attempts to make maximum use of its natural resources potential. Nominate installations for their sustained achievements in:

- Developing and implementing current natural resources plans.
- Protecting natural resources in installation decision making.
- Improving landscaping and grounds management.
- Developing urban forestry and urban wildlife management programs.
- Developing potential agricultural and forestry activities.
- Conserving wildlife.
- Protecting wetlands and other special natural areas.
- Encouraging outdoor recreation.
- Complying with the National Historic Preservation Act, the final governing standards overseas, and other historic preservation directives.
- Exceeding the normal requirements to inventory, nominate, and protect historical resources.
- Integrating historic preservation requirements with installation decision making. Maintaining historic properties with sensitivity and according to the Secretary of the Interior's standards.
- Cooperating with other agencies, Indian tribes, and the public.

- Promoting cultural resources awareness.
- Promoting conservation education.

5.11.4. The winner will be nominated for the Secretary of Defense Natural Resources Conservation Award with a nomination package prepared according to paragraph 6.3. and **Attachment 2**.

5.12. The General Thomas D. White Individual Award for Environmental Quality.

5.12.1. Purpose and Description of Award. This annual award recognizes the person who contributed the most to the Air Force's environmental quality effort during the previous and current calendar year.

5.12.2. Eligibility for Award. Any military or civilian person who contributes to the Air Force's environmental quality program is eligible.

5.12.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate individuals for their outstanding initiatives and achievements in:

- Integrating environmental protection into installation decision making.
- Identifying and correcting program deficiencies.
- Developing and implementing innovative solutions to enhance the environment.
- Establishing good working relationships with other agencies and the local community.
- Conducting environmental training.
- Promoting environmental awareness.

5.12.4. The winner will be nominated for the Secretary of Defense Individual Environmental Quality Award with the nomination package prepared according to paragraph 6.3. and **Attachment 2**.

5.13. The Air Force Environmental Restoration Award for Individual Excellence.

5.13.1. Purpose and Description of Award. This annual award recognizes the person contributing the most to Air Force environmental restoration during the previous and current calendar year.

5.13.2. Eligibility for Award. All persons, military and civilian are eligible to complete for this award.

5.13.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate individuals for their outstanding initiatives and achievements in:

- Identifying and investigating contaminated sites.
- Developing and implementing remediation plans.
- Correcting groundwater and soil contamination.
- Rehabilitating natural resources.
- Developing innovative technology.
- Establishing and maintaining good relations with the local community and agency regulators.

5.14. The Air Force Environmental Compliance Award for Individual Excellence.

5.14.1. Purpose and Description of Award. This annual award recognizes the person contributing the most to Air Force environmental compliance during the previous and current calendar year.

5.14.2. Eligibility for Award. All persons, military and civilian are eligible to compete for this award.

5.14.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate individuals for their outstanding initiatives and achievements in:

- Eliminating violations.
- Identifying and correcting program deficiencies.
- Establishing good working relationships with other agencies.
- Developing accurate, timely data.
- Providing effective environmental training.

5.15. The Air Force Pollution Prevention Acquisition Team Award.

5.15.1. Purpose and Description of Award. This annual award recognizes the team contributing the most in the Air Force to the incorporation of pollution prevention into acquisition practices during the previous and current calendar year.

5.15.2. Eligibility for Award. All teams, working within the acquisition and procurement communities, are eligible to compete for this award. A team is defined as a group of two or more people, military and/or civilian.

5.15.3. Nomination procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2** Nominate individuals for their outstanding initiatives and achievements in:

- Incorporating environmental analysis into the acquisition decision making process.
- Identifying and implementing material substitutions.
- Identifying and implementing process modifications and improvements.
- Improving material management.
- Promoting pollution prevention awareness.

5.15.4. The winner will be nominated for the Secretary of Defense Pollution Prevention Acquisition Team Award with a nomination package prepared according to paragraph 6.3. and **Attachment 2**.

5.16. The Air Force Recycling Award for Individual Excellence.

5.16.1. Purpose and Description of Award. This annual award recognizes the person contributing the most to Air Force recycling during the previous and current calendar year.

5.16.2. Eligibility for Award. All persons, military and civilian, are eligible to compete for this award.

5.16.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in **Attachment 2**. Nominate individuals for their outstanding initiatives and achievements in:

- Developing methods to recycle hazardous chemicals used in industrial processes (solvent recovery units, antifreeze recycling equipment, etc.).
- Developing methods to improve office/work area and curbside recycling programs.
- Establishing the purchase of recycled content goods and materials.
- Developing methods to improve the base composting program.
- Enhancing awareness of recycling programs.

5.16.4. The winner will be nominated for the Secretary of Defense Recycling Individual Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

5.17. The General Thomas D. White Environmental Planning Award for Individual Excellence.

5.17.1. Purpose and Description of Award. This annual award recognizes the person who contributed the most to the Air Force's environmental planning effort during the previous and current calendar year.

5.17.2. Eligibility for Award. Any military or civilian person who contributes to the Air Force's base comprehensive planning program is eligible.

5.17.3. Nomination Procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominate individuals for their outstanding initiatives and achievements in:

- Improving community planning techniques.
- Preparing base comprehensive plans that integrate mission requirements, the socioeconomic environment, and the natural environment.
- Using the environmental impact analysis process to make more environmentally sound decisions in carrying out the installation's mission.
- Establishing effective working relationships with the off-base community.

5.18. The General Thomas D. White Natural/Cultural Resources Management Award for Individual Excellence.

5.18.1. Purpose and Description of Award. This annual award recognizes the person who contributed the most to the Air Force's natural/cultural resources management effort during the previous and current calendar year.

5.18.2. Eligibility for Award. Any military or civilian person who contributes to the Air Force's natural resources program is eligible.

5.18.3. Nomination Procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominate individuals for their outstanding initiatives and achievements in:

- Conducting inventories of natural resources.
- Preparing and implements integrated natural resources plans.
- Applying innovative management techniques.
- Protecting wetlands and other special natural areas.

- Identifying and protecting archeological and historic properties.
- Preparing historical preservation plans.
- Maintaining historical properties with sensitive treatments.
- Promoting cultural resources awareness.
- Promoting conservation education.

5.18.4. The winner will be nominated for the Secretary of Defense Individual Natural Resources Conservation Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

Chapter 6

THE SECRETARY OF DEFENSE ENVIRONMENTAL SECURITY AWARDS

6.1. Purpose and Description of Awards. The purpose of the annual Secretary of Defense awards is to provide incentives for DoD members to develop, maintain, and improve natural resources; to protect the natural beauty and environmental quality of DoD installations; and to recognize outstanding achievements in support of DoD policy. Installation and individual awards are presented for each of these categories, unless otherwise noted.

- Environmental Quality
- Natural Resources Conservation
- Pollution Prevention (Industrial and Non-Industrial Installation, Acquisition Team)
- Recycling
- Environmental Cleanup (Installation Only)

6.2. Eligibility and Criteria for Awards. Eligibility and criteria are the same as for the corresponding Air Force Environmental awards.

6.3. Nomination Procedures. The Secretary of the Air Force nominates the winners of the ten corresponding Air Force Environmental Awards for the Secretary of Defense awards.

6.3.1. The Air Force Civil Engineer winners of these awards will prepare a nomination package to compete for the respective Secretary of Defense award according to DoD Environmental Security Award guidance. The following is a summary of the Secretary of Defense awards nomination procedures:

6.3.1.1. Installation and team nominations may not exceed 15 pages of text, including illustrations and appendices. Nominations for individual awards may not exceed four pages.

6.3.1.2. Type or print nominations and submit bound or fastened in folders not exceeding 9 by 11 inches with the long axis vertical printed on both sides of recycled-content paper. Nomination formats are described in the DoD Environmental Security Awards guidance.

6.3.1.3. Use summaries, highlighting, explanatory captions, charts, and other devices that make the content readily understood. Use photographs, with captions, that clearly illustrate noteworthy program features. Write concisely and use a clear, declarative style.

6.3.1.4. To ensure that Air Force nominations for the Secretary of Defense awards compare favorably with those of other military services, base civil engineer and public affairs offices should cooperatively edit nominations for content, conciseness, readability, and appearance.

6.4. Selection and Presentation. A committee of judges composed of nationally recognized professionals evaluates the nominations and recommends the most outstanding candidate in each category. The Secretary of Defense presents the awards.

Chapter 7

READINESS CHALLENGE AWARDS

7.1. The Brigadier General William T. Meredith Award.

7.1.1. Purpose and Description of Award. This award honors Brigadier General William T. Meredith, who chartered and implemented the Prime Base Engineer Emergency Force (BEEF) concept for the Air Force engineering community. It recognizes the winner of the overall READINESS CHALLENGE competition.

7.1.2. Eligibility for Award. All Engineer and Services organizations with a Prime BEEF or Prime Readiness in Base Services (RIBS) capability are eligible and encouraged to compete for this award.

7.1.3. Nomination Procedures and Criteria. The Civil Engineer establishes dates for READINESS CHALLENGE. After dates have been announced, each command identifies wings or groups within their command that are eligible to participate in READINESS CHALLENGE. The Civil Engineer uses this information to randomly select the team that will represent each command. After the random selection is made, HQ USAF announces the competing teams by message.

7.1.4. Selection and Presentation. The command that earns the highest cumulative civil engineer and services scores while participating in the Force Beddown and Base Recovery After Attack events wins the award. In the event of a tie, the team with the most first-place finishes wins. If teams are still deadlocked, the team with the most second-place finishes wins. This process continues until one team wins. The Civil Engineer or a designated representative presents trophies at the READINESS CHALLENGE Awards Banquet held at the conclusion of the competition. The winning team permanently retains its competition trophy.

7.2. The Major General George E. Ellis Award.

7.2.1. Purpose and Description of Award. This award honors Major General George E. Ellis, former Director of Engineering and Services, HQ USAF, and recognizes the most outstanding individual participant demonstrating professionalism, leadership, and teamwork in the READINESS CHALLENGE competition.

7.2.2. Eligibility for Award. Any team member who participates in READINESS CHALLENGE competition is eligible.

7.2.3. Follow these procedures for judging individual competitors:

- Det 1, 823 RED HORSE Squadron provides the head judge for the competition.
- Each participating team receives nomination ballots during in-processing.
- Before the last day of competition, each team Officer in Charge (OIC) canvasses the team members and nominates two individuals for the award, selecting at least one from another team.
- Every event judge also submits the name of a nominee.
- All team OICs and event judges personally submit their sealed nominations to the head judge.

7.2.4. Nominate competitors who best fostered the spirit and principles of these categories:

- Professionalism (dedication; military bearing; moral standards).

- Leadership (integrity; loyalty; commitment).
- Teamwork (fair and honest rivalry; camaraderie; honorable acceptance of results).

7.2.5. Selection and Presentation. The person receiving the most nominations wins the award. In the event of a tie, the winner will be determined by considering only the judges' nominations. HQ AFCESA/CEX and Det 1, 823 RHS/CC tabulate the nominations. The Civil Engineer or a designated representative announces the winner and awards the trophy at the READINESS CHALLENGE Awards Banquet held at the conclusion of the competition.

7.2.5.1. HQ AFCESA/CEX has the trophy engraved after each competition to reflect the rank, name, squadron, installation, and command of the winning individual.

7.2.5.2. HQ AFCESA keeps this trophy on permanent display.

7.2.5.3. The Civil Engineer presents the winning competitor with a duplicate trophy, reduced to approximately half-size, at the awards banquet. This trophy is engraved in the same way as the display trophy.

7.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award.

7.3.1. Purpose and Description of Award. This award honors CMSgt Arthur J. Hanrahan, whose contributions greatly improved Air Force engineer readiness. It recognizes the team earning the highest cumulative score in READINESS CHALLENGE Prime BEEF events.

7.3.2. Eligibility for Award. Any Prime BEEF team that participates in READINESS CHALLENGE competition is eligible.

7.3.3. Selection and Presentation:

7.3.3.1. The team earning the highest cumulative score while participating in READINESS CHALLENGE Prime BEEF events wins the award. Use the same tiebreaking procedures as for the Meredith Award (paragraph 7.1.4.).

7.3.3.2. The winning team receives an inscribed plaque with the READINESS CHALLENGE emblem.

7.3.3.3. The Civil Engineer or a designated representative presents the award at the READINESS CHALLENGE Awards Banquet held at the conclusion of the competition.

7.4. The Chief Master Sergeant William E. Morrison Prime Readiness in Base Services (RIBS) Award.

7.4.1. Purpose and Description of Award. This award honors CMSgt William E. Morrison, who greatly contributed to tremendous improvements in Air Force Services readiness. It recognizes the team earning the highest cumulative score in READINESS CHALLENGE Prime RIBS events.

7.4.2. Eligibility for Award. Any Prime RIBS team who participates in that year's READINESS CHALLENGE competition.

7.4.3. Selection and Presentation:

7.4.3.1. The team earning the highest cumulative score while participating in READINESS CHALLENGE Prime RIBS events wins the award. Use the same tiebreaking procedures as for the Meredith Award (paragraph 7.1.4.).

7.4.3.2. HQ USAF/SV or a designated representative presents the award at that year's READINESS CHALLENGE Awards Banquet held at the conclusion of the competition.

7.5. The Major General James E. McCarthy Readiness Award.

7.5.1. Purpose and Description of Award. This award honors Major General James E. McCarthy, who promoted the Fog-of-War event as a way to test leadership and teamwork, while making sure we remember just two simple things, "Focus on the Mission", and "Readiness is Job One." It recognizes the winner of the READINESS CHALLENGE Fog-of-War event.

7.5.2. Eligibility for Award. All teams competing in READINESS CHALLENGE are eligible for this award.

7.5.3. The Fog-of-War event is a full team event that tasks all represented war skills. This event evaluates the team's ability to act as a cohesive unit in accomplishing a typical contingency mission. The scoring of the event is solely focused on mission accomplishment.

7.5.4. Selection and Presentation. The team that earns the highest point total in the Fog-of-War event wins the award. The Civil Engineer or a designated representative presents the award at the READINESS CHALLENGE Awards Ceremony held at the conclusion of the competition.

Chapter 8

THE SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) AWARDS

8.1. Description of Awards. These awards are sponsored by the SAME and jointly presented by SAME and The Civil Engineer. Consult the *Fact Book of the Society of American Military Engineers* for other SAME awards that do not correspond to Air Force awards.

8.1.1. The SAME Curtin Award. The SAME Curtin Award is a plaque named for the former Director of US Air Force Civil Engineering, Major General Robert H. Curtin. The annual winners of the Air Force Outstanding Civil Engineer Unit award in the two installation size categories (large and small) receive this award.

8.1.2. The SAME Newman Medal. The Newman Medal is named in memory of Major General James B. Newman, Jr., past president of SAME and former Director of Installations, US Air Force. It recognizes the year's most outstanding officer or civilian contribution to military engineering through achievement in design, construction, administration, research, or development. Any member of the Civil Engineer Air Staff (HQ USAF/CE), MAJCOMs, FOAs, bases, or other Air Force civil engineer units (Regular, Reserve, or Air National Guard) is eligible to compete. The nominee may be military or civilian, on active duty or retired.

8.1.3. The SAME Goddard Medal. The Goddard Medal is named for Major General Guy H. Goddard, past president of SAME and former Director of Civil Engineering, US Air Force. Three medals are awarded annually to enlisted members of the US Air Force to recognize outstanding contributions to military engineering, to include military troop construction, base maintenance, and contingency engineering. One medal is awarded to an active-duty member, one to reserve member, and one to a guard member. Any member of the US Air Force performing duty in one of the Air Force career fields listed in the *Fact Book of the Society of American Military Engineers* is eligible to compete.

8.2. Nomination Procedures and Criteria.

8.2.1. Submit nominations according to **Attachment 2**.

8.2.2. *The Fact Book of the Society of American Military Engineers* lists the criteria for the SAME awards.

8.3. Selection and Presentation.

8.3.1. Select the award winners according to paragraph **1.3**.

8.3.2. SAME and The Civil Engineer present the awards jointly according to paragraph **1.4**. SAME presents the Newman Medal a second time in conjunction with the National SAME Conference.

Chapter 9

OUTSIDE AGENCY AWARDS

9.1. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards.

9.1.1. Purpose and Description. These annual awards recognize the accomplishments of Federal Government engineers (military and civilian).

9.1.2. Eligibility for Awards. Nominees must be currently engaged in the practice of engineering as an employee of the Federal Government. They may work in managerial, technical, educational, or research and development positions provided they qualify as engineers by education (accredited engineering degree) or by state engineering license (P.E. Engineering Intern).

9.1.3. Nomination Procedures and Criteria:

9.1.3.1. Shortly after receiving award instructions from NSPE, The Civil Engineer sends a call letter providing submission guidance to the MAJCOM Commander (MAJCOM/CC). The Civil Engineer also sends a separate call letter to the Engineer Air Staff and FOAs.

9.1.3.2. The Civil Engineer, along with each MAJCOM and FOA, may nominate one military and one civilian engineer. Submit all nominations to The Civil Engineer.

9.1.4. Selection and Presentation:

9.1.4.1. Selection. An Air Force board made up of Senior Executive Service members reviews the nominations and selects one military and one civilian as the Air Force winners. These two Air Force winners then compete with other Federal agency winners for the title of Federal Engineer of the Year. A board convened by NSPE makes the final selection.

9.1.4.2. Presentation. Each Federal agency's nominee receives a plaque at an awards ceremony during National Engineers Week. The top 10 finalists will receive special recognition and the Federal Engineer of the Year receives a gold medallion.

9.2. The Federal Environmental Engineer of the Year Award.

9.2.1. Purpose and Description of Award. The Conference of Federal Environmental Engineers (CFEE) presents this annual award to recognize exemplary work and accomplishments by environmental engineers in the Federal service.

9.2.2. Eligibility and Criteria for Award:

9.2.2.1. Nominees must be military members or civilian employees of the Air Force and must be environmental engineers either by formal training or job classification.

9.2.2.2. CFEE proportionally evaluates each nominee's environmental contributions during the previous two calendar years (70 percent) and professional prestige (30 percent). Environmental contributions may be engineering a system, process, or item; developing a major improvement in a management procedure; or establishing a record of achievement or leadership in the management of environmental engineering programs. Professional prestige includes inspiring and enhancing the prestige of professional colleagues.

9.2.3. Nomination Procedures:

9.2.3.1. The CFEE provides guidance and nomination forms annually. HQ AFCEE/EC sends this material to MAJCOMs and FOAs.

9.2.3.2. Nomination packages consist of a completed CFEE nomination form and a maximum of four pages of narrative. Save and submit nomination on 3.5-inch diskette in Microsoft Word (Version 6.0 or lower) format.

9.2.3.3. Each MAJCOM and FOA may nominate one person for the award. The nominations will be signed by the appropriate MAJCOM or FOA commander and sent to HQ AFCEE/EC by 15 November.

9.2.4. Selection and Presentation. HQ AFCEE/EC forms a selection committee to review the MAJCOM and FOA nominations and recommend the Air Force nominee to The Civil Engineer for approval. SAF/MIQ sends the nomination to the CFEE. The CFEE selects the winner from among all Federal agency nominees and presents the award.

9.3. The General Edwin W. Rawlings Awards for Environmental Excellence.

9.3.1. Purpose and Description of Awards. These annual awards recognize outstanding contributions to pollution prevention, recycling, environmental compliance, and the protection of natural and cultural resources by Air Force officer, enlisted, and civilian personnel who spend less than half their assigned duty time directly involved in environmental disciplines. The awards are offered annually in two categories: officer and civilian equivalent (GS-9 and above) and enlisted and civilian equivalent (GS-8 and below).

9.3.2. Eligibility for Awards. All Air Force officer, enlisted, and civilian personnel whose assigned duties are less than 50 percent involved in environmental disciplines are eligible. Personnel whose assigned duties are 50 percent or more directly environmental (for example, individuals who work in the bioenvironmental or base environmental offices) are not eligible.

9.3.3. Nomination Procedures and Criteria:

9.3.3.1. Inclusive dates are 1 January through 31 December.

9.3.3.2. Each wing may send one nomination in each category to the MAJCOM. Each MAJCOM may submit one nomination in each category signed by the MAJCOM Commander to HQ AFCEE/EC by 15 March.

9.3.3.3. Submit nominations according to paragraph 1.2. and Attachment 2.

9.3.3.4. Nominate individuals for their outstanding initiatives and achievements in:

- Pollution Prevention (Preventing pollution at the source, including practices that reduce or eliminate pollutants through a more efficient use of materials, energy, or other resources).
- Recycling (Recycling materials to minimize waste).
- Environmental Compliance (Developing or implementing innovative policies, programs, procedures, training, and management to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. Identifying and addressing the threats posed by contaminants from present Air Force operations in a timely and cost-effective manner).

- Protection of Natural and Cultural Resources (Protecting and enhancing the Air Force's natural and cultural resources, including but not limited to, forests, wetlands, endangered species' habitats, and Air Force heritage).

9.3.3.5. Be sure to substantiate the nominations with supporting facts and figures.

9.3.3.6. Nomination must include a statement verifying that the nominee's assigned duties are less than 50 percent directly involved in environmental disciplines.

9.3.3.7. Save and submit nominations on a 3.5-inch diskette in the PerForm Pro format using the current version of AF Form 1206.

9.3.4. Selection and Presentation:

9.3.4.1. HQ AFCEE reviews all nomination packages for completeness and quality before submitting the nomination to the Air Force Association.

9.3.4.2. The winners receive awards in September during the Air Force Association's annual convention in Washington DC.

9.4. The Colonel Bernt Balchen Award.

9.4.1. Purpose and Description of Award. This annual award, established and administered by the Northeast Chapter of the American Association of Airport Executives (AAAE), honors Colonel Bernt Balchen. It recognizes the outstanding performance by military snow and ice control (S&IC) personnel during the previous calendar year.

9.4.2. Eligibility for Award. Each installation having (S&IC) responsibilities is eligible and encouraged to compete.

9.4.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. The Wing Commander signs the transmittal letter accompanying the AF Form 1206. MAJCOMs may send up to two unit submissions for Air Force-wide competition. MAJCOMs should provide feedback to those units whose submissions are not forwarded to encourage their improvement.

9.4.3.1. The Civil Engineer and HQ AFCESA evaluate these awards criteria on a proportional basis:

- The installation's achievements in snow removal and ice control including (25 percent):**
 - Highlights of specific snow and ice storms.
 - Airfield and street operations.
 - Environmental awareness through minimizing use of harmful de-icing chemicals, use of safe alternatives, and use of Runway Ice Detection Systems (RIDS) if installed.
- Performance (25 percent).** Document the number of times and the total hours a runway was closed; the number of missions canceled and the number of missions delayed because of snow or ice; the number of snowfalls exceeding one inch; the number of ice control operations on the runway; and the type and quantity of each ice control agent the installation used.
- Weather (20 percent).** Document the total snowfall and maximum 24-hour snowfall for the previous calendar year. The board furnishes and reviews the wind and temperature data.

- Miscellaneous (20 percent).** Document the square yards of pavement in aircraft movement area (non-flying units provide square yards of pavement in Priority I areas as noted in S&IC Plan); the date of S&IC Plan; the reportable accidents and injuries experienced by the snow team during S&IC operations; percentage of primary S&IC Committee (S&ICC) members present at each meeting.

- Attach the S&ICC meeting minutes (10 percent).**

9.4.3.2. Submit nominations in one copy to HQ AFCESA/DPP, 139 Barnes Drive, Suite 1, Tyn-dall AFB FL 32403-5319, by 28 February for the previous calendar year.

9.4.4. Selection and Presentation. The Civil Engineer selects the award winner and a runner-up according to paragraph 1.3. The Northeast Chapter of AAAE awards a plaque at the International Aviation Snow Symposium (IASS) during the last week of April in Buffalo, New York. The Civil Engineer notifies the winning installation by message in time to allow its representatives to attend the IASS.

EUGENE A. LUPIA, Maj General, USAF
The Civil Engineer

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

AAAE—American Association of Airport Executives

ABO—Air Base Operability

AFCEE—Air Force Center for Environmental Excellence

AFCESA—Air Force Civil Engineer Support Agency

AFPD—Air Force Policy Directive

AFTO—Air Force Training Order

AICUZ—Air Installation Compatible Use Zone

ANG—Air National Guard

BAQ—Basic Allowance for Quarters

BEEF—Base Engineer Emergency Force

BTU—British Thermal Units

CDC—Career Development Course

CE—Civil Engineer

CFEE—Conference of Federal Environmental Engineers

COM—Change of Occupancy Maintenance

CONUS—Continental United States

DCS—Deputy Chief of Staff

DoD—Department of Defense

DoDD—Department of Defense Directive

DRU—Direct Reporting Unit

ECAMP—Environmental Compliance Assessment and Management Program

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

FH—Family Housing

FMO—Furnishings Management Office

FOA—Field Operating Agency

GS—General Schedule

IASS—International Aviation Snow Symposium

IMA—Individual Mobilization Augmentee

JCS—Joint Chiefs of Staff

MAJCOM—Major Air Command

MCP—Military Construction Projects

NATO—North Atlantic Treaty Organization

NSPE—National Society of Professional Engineers

OIC—Officer in Charge

OSHA—Occupational Safety and Health Agency

O&M—Operations and Maintenance

PCM—Project Contract Management

PDC—Programming, Design, and Construction

RIBS—Readiness in Base Services

RIDS—Runway Ice Detection System

RPMA—Real Property Maintenance Activity

S&IC—Snow and Ice Control

S&ICC—Snow and Ice Control Committee

SABER—Simplified Acquisition of Base Engineering Resources

SAF—Secretary of the Air Force

SAME—Society of American Military Engineers

SORTS—Status of Resources and Training System

UH—Unaccompanied Housing

USAF—United States Air Force

USAFR—United States Air Force Reserve

WS—Wage Scale

Attachment 2
CIVIL ENGINEER AWARDS SUMMARY

Table A2.1. Civil Engineer Awards Summary.

AWARDS	LOCATION	REMARKS
Air Force Outstanding Civil Engineer Unit Awards	Paragraph 2.1.	Comply with paragraph 1.2. and notes 1, 2, 4, 6a, 7, 8, and 9.
Brigadier General Michael A. McAuliffe Award (Outstanding Civil Engineer Housing Flight of the Year)	Paragraph 2.2.	
Major General Robert C. Thompson Award	Paragraph 2.3.	
Brigadier General Archie S. Mayes Award (Outstanding Civil Engineer Engineering Flight of the Year)	Paragraph 2.4.	
Major General Clifton D. Wright Award (Outstanding Civil Engineer Operations Flight of the Year)	Paragraph 2.5.	
Chief Master Sergeant Ralph E. Sanborn Award (Outstanding Civil Engineer Fire Protection Flight of the Year)	Paragraph 2.6.	
Senior Master Sergeant Gerald J. Stryzak Award (Outstanding Civil Engineer Explosive Ordnance Disposal Flight of the Year)	Paragraph 2.7.	
Colonel Frederick J. Riemer Award (Outstanding Civil Engineer Readiness Flight of the Year)	Paragraph 2.8.	
Air Force Outstanding Civil Engineer Environmental Flight Award	Paragraph 2.9.	Comply with paragraph 1.2. and notes 1, 2, 4, 6b, 7, 8, and 9.
Harry P. Rietman Award	Paragraph 3.1.	Comply with paragraph 1.2. and notes 1, 2, 4, 6a, 7, 8, 9, and 10.

AWARDS	LOCATION	REMARKS
<p>The Outstanding Civil Engineer Manager of the Year Awards:</p> <ul style="list-style-type: none"> •Civilian Manager (GS-8 through GS-10 or WS-9 through WS-12) •Civilian Supervisor (GS-6 through GS-7 or any Wage Grade supervisor WS-8 and below) •Civilian Technician (GS-1 through GS-5 or WG-11 and below) •Senior Military Manager (Maj through Colonel) •Military Manager (2Lt through Captain) •Military Superintendent (MSgt through SMSgt) •Military Technician (AB through TSgt) •IMA Officer Manager (IMA 2Lt through Col) •IMA Enlisted Manager (IMA AB through CMSgt) 	Paragraph 3.2.	
Major General Joseph Ahearn Enlisted Leadership Award	Paragraph 3.3.	
<p>Major General William D. Gilbert Awards (Outstanding Staff Action Officers)</p> <ul style="list-style-type: none"> •Officer Category •Enlisted Category •Civilian Category 	Paragraph 3.4.	
Air Force Design Excellence Awards	Paragraph 4.1.	Comply with paragraphs 1.2. and 4.1. and notes 1, 4, 6c, 7, 8, and 9.
Air Force Design Awards	Paragraph 4.2.	Comply with notes 6c and 7.
Air Force Civilian Project Manager of the Year Awards (Outstanding Army or Navy Military Construction Program project managers)	Paragraph 4.3.	Comply with paragraph 1.2. and notes 1, 2, 4, 6d, 7, and 8.
Air Force District or Division Agent of the Year Awards (Outstanding Army or Navy Military Construction Program District or Division offices)	Paragraph 4.4.	Comply with paragraph 1.2. and notes 1, 2, 4, 6d, 7, and 8.
Air Force Environmental Awards	Chapter 5	Comply with the subparagraph that identifies each award; notes 4, 6b, and 7.

AWARDS	LOCATION	REMARKS
General Thomas D. White Environmental Quality Award	Paragraph 5.3.	
General Thomas D. White Environmental Quality Award -- Overseas	Paragraph 5.4.	
Air Force Environmental Restoration Award	Paragraph 5.5.	
Air Force Environmental Compliance Award	Paragraph 5.6.	
Air Force Pollution Prevention Award (Industrial Category)	Paragraph 5.7.	
Air Force Pollution Prevention Award (Non-Industrial Category)	Paragraph 5.8.	
Air Force Recycling Award	Paragraph 5.9.	
Air Force Environmental Planning Award	Paragraph 5.10.	
General Thomas D. White Natural/Cultural Resources Management Award	Paragraph 5.11.	
General Thomas D. White Individual Award for Environmental Quality	Paragraph 5.12.	
Air Force Environmental Restoration Award for Individual Excellence	Paragraph 5.13.	
Air Force Environmental Compliance Award for Individual Excellence	Paragraph 5.14.	
Air Force Pollution Prevention Acquisition Team Award	Paragraph 5.15.	
Air Force Recycling Award for Individual Excellence	Paragraph 5.16.	
General Thomas D. White Environmental Planning Award for Individual Excellence	Paragraph 5.17.	
General Thomas D. White Natural/Cultural Resources Management Award for Individual Excellence	Paragraph 5.18.	

AWARDS	LOCATION	REMARKS
Secretary of Defense Environmental Security Awards	Chapter 6	<p>The Secretary of the Air Force nominates the winners of the following awards for the comparable Secretary of Defense awards:</p> <ul style="list-style-type: none"> •General Thomas D. White Environmental Quality Award •General Thomas D. White Natural/Cultural Resources Management Award •Air Force Environmental Restoration Award •Air Force Recycling Award •Air Force Pollution Prevention Awards •Associated individual awards
Brigadier General William T. Meredith Award	Paragraph 7.1.	Recognizes team declared overall winner of the Readiness Challenge competition.
Major General George E. Ellis Award	Paragraph 7.2.	Recognizes the most outstanding participant demonstrating professionalism, leadership, and teamwork in the Readiness Challenge competition.
Chief Master Sergeant Arthur J. Hanrahan Prime BEEF Award	Paragraph 7.3.	Presented to the team with the highest cumulative score obtained while participating in Readiness Challenge Prime BEEF events.
Chief Master Sergeant William E. Morrison Prime RIBS Award	Paragraph 7.4.	Presented to the team with the highest cumulative score obtained while participating in Readiness Challenge Prime RIBS events.
Major General James E. McCarthy Readiness Award	Paragraph 7.5.	Presented to the team with the highest point total in the Fog-of-War event.
Society of American Military Engineers (SAME) Curtin Awards	Paragraph 8.1.1.	Presented to the winners of the Air Force Outstanding Engineer Unit Awards - Large and Small Installation Categories.
SAME Newman Medal	Paragraph 8.1.2.	Comply with paragraph 1.2. and notes 1, 2, 4, 6a, 7, and 8.
SAME Goddard Medal	Paragraph 8.1.3.	

AWARDS	LOCATION	REMARKS
National Society of Professional Engineers (NSPE) Federal Engineer of the Year Award	Paragraph 9.1.	Recognizes the accomplishments of engineers who serve the Federal Government.
Federal Environmental Engineer of the Year Award	Paragraph 9.2.	Offered annually by the Conference of Federal Environmental Engineers (CFEE) who selects the winner and presents the award.
General Edwin W. Rawlings Awards for Environmental Excellence	Paragraph 9.3.	Comply with paragraphs 1.2. and 9.3.
Colonel Bernt Balchen Award (Recognizes outstanding performance by military snow and ice control personnel)	Paragraph 9.4.	Comply with paragraphs 1.2., 1.3., and 9.4. and notes 3, 5, and 6a.

NOTES:

- 1.The previous year's first place winner is not eligible to compete during the current competition.
- 2.Inclusive dates are 1 October through 30 September of the previous fiscal year.
- 3.Inclusive dates are 1 January through 31 December of the previous year.
- 4.Submit nomination packages in six copies.
- 5.Submit nomination packages in one copy.
- 6.Submit nomination packages to:
 - a.HQ AFCEA/DPP, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319
 - b.HQ AFCEE/EC, 3207 North Road, Brooks AFB TX 78235-5363
 - c.HQ AFCEE/DG, 8106 Chennault Road, Brooks AFB TX 78235-5318
 - d.HQ AFCEE/CM, 8106 Chennault Road, Brooks AFB TX 78235-5318
- 7.Nomination packages are due to addressee by 15 November.
- 8.See paragraph 1.3. for selection procedures.
- 9.See paragraph 1.4. for presentation procedures.
- 10.Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award.